

**SECTION 9**  
**REPORTING, RETENTION AND DISPOSAL SCHEDULES**

**Reporting Schedule to Michigan Department of Agriculture**

<b><u>Report</u></b>	<b><u>Due Date</u></b>
Annual Audit	January 15
Annual Operating Agreement	As instructed
Annual Plan of Work	September 15
Annual Report	Within 30 days after the end of the fiscal year of the District
Certificate of Election Results	Within 10 days after the election date
Director's Oath of Office	Within 10 days after the election date
List of Board Officers	Within 30 days of Reorganization Meeting
District Director Mileage	As requested
Memoranda of Understanding or other Agreements	When adopted
Minutes of Regular and Special Board of Directors Meeting	10 days after meeting
Notification of Annual Meeting (including date, time, and method of election)	45 days prior to annual meeting date
Permit to handle Nursery Stock (apply to: Pesticide & Plant Pest Mgmt. Division P.O. Box 30017 Lansing, Michigan 48909)	Start applying September 1 for spring tree sales (permit is valid from November 1 through October 31).
Special publications	As prepared

## Retention & Disposal Schedule

This Retention and Disposal Schedule supersedes the Retention and Disposal Schedule approved October 20, 1964. It applies to records maintained by Conservation District offices. The schedule does not apply to records that are under the jurisdiction of the U.S. Department of Agriculture (USDA) NRCS.

<b>Item Number</b>	<b>Description of Item</b>	<b>Retain in District File</b>
<b>1.</b>	<b>Historical Documents</b> All material relative to the establishment of the District, change of boudaries, consolidations, annexations, etc.  A. Petions (nominations for CD directors)  B. Hearing Minutes  C. History of Organization  D. Charter  E. Correspondence relative to the organization of the District  F. Referendum and directors' election	Permanent  Permanent  Permanent  Permanent  Permanent  Permanent
<b>2.</b>	<b>Long-Range Work Plans</b>	<b>Permanent</b>
<b>3.</b>	<b>Annual Plan of Work</b>	<b>Two Years</b>
<b>4.</b>	<b>Annual Reports</b>	<b>Permanent</b>
<b>5.</b>	<b>Minutes of Board Meetings</b>	<b>Permanent</b>
<b>6.</b>	<b>Annual Financial Audits/Reviews</b>	<b>Five Years After Audit</b>
<b>7.</b>	<b>Memorandum of Understanding</b>	<b>Until Inactive</b>

8.	<b>Financial Records</b> A. Paid bills, deposit slips, and monthly statements  B. Social Security Reports, Withholding Tax Reports, and Payroll Records  C. District Ledger  D. Worker's Disability Records	<b>Three Years incl. Audit</b>  <b>Four Years incl. Audit</b>  <b>Five Years incl. Audit</b>  <b>Permanent</b>
9.	<b>Canceled Checks and Stubs</b>	<b>Five Years incl. Audit</b>
10.	<b>District Landowner Agreements</b> Includes farm conservation plans A. Active   B. Inactive	<b>Permanent</b>  <b>Three Years after Termination</b>
11.	<b>Certificate of Annual Directors' Election</b>	<b>Permanent</b>
12.	<b>Directors' Oath of Office</b>	<b>Five Years</b>
13.	<b>Job Descriptions and Work Agreements</b>	<b>Permanent</b>
14.	<b>Grant Agreements and Contracts</b>	<b>Three Years after end of Contract/Agreement</b>